



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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**M E M O R A N D U M**

**#11-10**

**TO:** All School Fiscal Officers

**FROM:** Kristopher Knight, Director 

**DATE:** March 24, 2011

**SUBJECT: NEXT FISCAL YEAR PURCHASE ORDERS**

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You are now able to data enter purchase orders (POs) for Fiscal Year (FY) 2012. Next FY POs will be entered with a Budget Fiscal Year (BFY) of 2012 for only appropriation 05165. The Division of Accounting will override budget check errors (zero \$\$) on Next FY POs. All remaining data entry requirements are the same as with current year POs.

After the POs are entered, they can be accessed via the following navigation steps. You must have query/reporting security in order to access the report information in FSF.

- **Reporting Tools \ Query \ Query Manager \ Find Existing Query \ Select DEU\_GL\_NEXT\_FISCAL\_YR\_POS** and click on the **Excel link**
- Explore User Prompt will appear with Enter Bud Ref: **Enter 2012**
- Enter Dept: **Your 6 digit department**
- Click on **View Results**
- Click on **Open**

Once you have navigated through the above steps, you will be able to access the **Next FY Daily Validity Report (DGL060A)**. POs that have cleared Commitment Control will be reflected by FY, Fund, Appropriation and Type with the total amount of the encumbrances for the appropriation reflected in the Encumbrances column.

A job aid has been created to guide you through the next fiscal year PO process and is located at <https://portalpd.erp.state.de.us>. Should you have questions regarding this process, please contact the ERP Help Desk at 302-526-5600.